



Technology as a teaching and learning tool



Out of the Box Resource Manual

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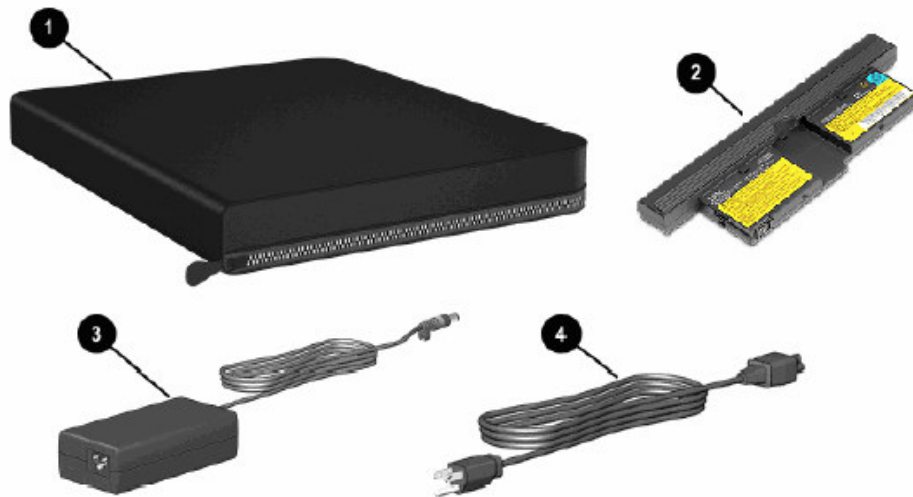
iTeach iLearn Classroom Package

1. Wireless Tablet
2. Mobile Presentation Station
3. Interactive Whiteboard on Floor Stand
4. Integrated Audio System
5. Projector
6. Mobile Presentation Cart
7. Device Locker
8. Printer

The Out of the Box manual will provide information on the Wireless Tablet – Thinkpad X41 Tablet.

The following is included with your tablet:

1. Tablet
2. Battery
3. Power Cord
4. AC Adapter



The Battery



Inserting the Battery

- Turn the computer over, and slide the **UNLOCK/LOCK** latch on the bottom of the battery to the **UNLOCK** position.
- Align the grooves on the battery with the tabs on the back of the computer.
- Slide the battery into the computer until it clicks into place.
- Slide the **UNLOCK/LOCK** latches into the **LOCK** position.

Getting to Know Your Tablet Battery Meter

- A fully charged battery can provide a few hours of use, depending upon the application usage, network activity and other system settings.
- Push in the button on the back of the Tablet above the four green LED's; the four lights indicate the amount of battery time remaining on the battery-all four lighted means a complete charge, etc.

It takes about 2 - 3 hours to fully charge a battery; when the power adapter is plugged in, the battery is recharging whether the computer is off, on or asleep (charges more quickly if the computer is off or asleep).

Cables and Peripherals

- When not plugged into the device locker, try not to plug your Tablet directly into a wall outlet. Use a power strip with power-surge protection. If there is a power surge and you are not plugged into a power strip, you might run the risk of damaging the Tablet and voiding your warranty.
- Use **only** the battery that came with your Tablet.
- Use **only** the Power Adapter that came with your Tablet. Other adapters will damage your Tablet.
- When the power cable needs to be connected, be sure to line it up correctly when inserting. Insert gently. Do not force the cable into the opening.
- When removing the power cable, grasp the cable by the plastic end, not the wire. Pull gently to disconnect. Do not jerk the cable out.
- If the battery is not charging, do not wiggle the power cord. Try removing it and fully reinserting it.
- Be careful not to jerk the Tablet around when cables are attached.
- Take care of the accessories. Each computer is provided with a power adapter. Teachers and students are responsible for their Tablet.



What are these buttons for?



Power Button

Located in the lower left hand corner of the screen; press in to turn on, you will hear the famous "chime" which indicates the computer is starting up. It may take as long as a minute or two for the entire start-up process.

Power Lock

Locks the Power ON or OFF.

CTRL + ALT + DEL

Keyboard command that can be used to reboot the computer.

Screen Rotation

Allows you to unlock the screen in order to rotate.

Tablet Shortcut Utility

Toolbar that provides the short cuts to the ThinkPad utilities, the options to adjust system settings, and other useful functions.

Escape

Shortcut key for the Stop button.

Enter

A key that moves the cursor (or insertion point) to the beginning of the next line, or returns control to whatever program is currently running.

Turning Off Your Computer









Using the power button to turn off your computer may result in loss of data. Follow the steps below to properly turn off your computer and avoid losing data.

1. Close all operations.
2. Click **Start** on the *Windows®* taskbar.
3. Click **Turn Off Computer** at the bottom of the **Start** menu
4. Using the pull-down menu, select **Shut Down**, then click **OK**.
***Respond to any prompts warning you to save documents.**
5. Wait for your computer to turn off automatically. The computer is off when the power indicator turns off.

Note - If you are unable to turn off the computer, press the power button and hold it until the power indicator turns off (approximately 5 seconds.) This operation may result in data loss.

Indicator Lights



Indicator	Meaning
 Wireless Status	Green: Wireless is operational and radio on.
 Bluetooth Status	Green: The Bluetooth is operational.
 Number Lock	Green: The number lock is enabled.
 Caps Lock	Green: Caps Lock is enabled.
 Drive in use	Green: Data is being read or written from hard drive.
 Power on	Green: The computer is on and ready to use.
 Battery Status	<p>Green: The battery is in use and has enough power.</p> <p>Blinking Green: The battery is being charged, but still has enough power to operate.</p> <p>Orange: The battery is being charged, but battery power is low.</p> <p>Blinking Orange: The battery needs to be charged.</p>
 Standby Status	<p>Green: The computer is in standby mode.</p> <p>Blinking Green: The computer is entering standby/hibernation mode, or is resuming normal operation.</p>

Tablet Components – Left Side



1. AC In
2. VGA Out
3. USB/Mini USB
4. Heat vent

Tablet Components – Right Side



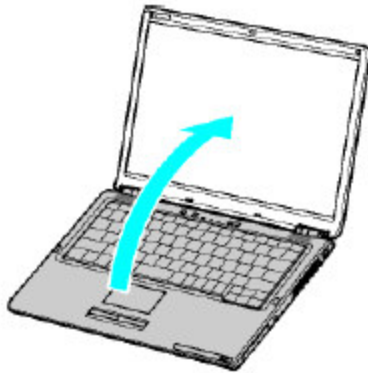
1. Kensington Lock
2. Modem Port
3. LAN Port
4. USB
5. SD Card Reader
6. Headphone Jack
7. Microphone Jack
8. PCMCIA Slot

Inserting CD/DVD in PCMCIA Slot

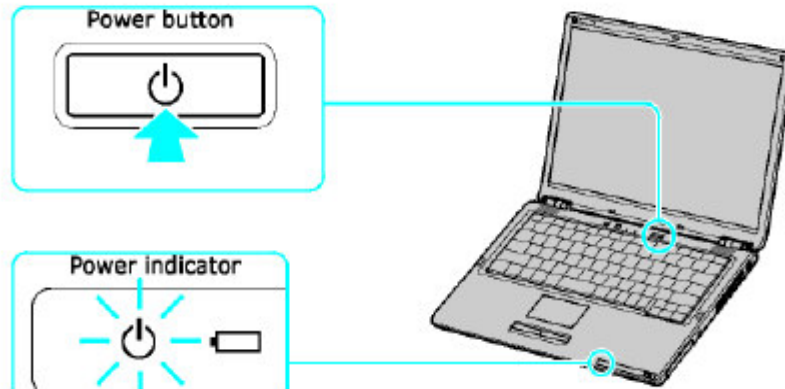
- Gently place the CD or DVD in the slot until it gets pulled in.
- After a few seconds, a CD icon will appear on the desktop.
- To eject the CD or DVD, push the F12 key (upper right side of keyboard) for 3-5 seconds.

Opening the Computer

1. Open Tablet by sliding the black button on the front and pulling open the lid using both hands in the middle of the screen. Hold the bottom of the computer firmly with one hand, and lift the LCD screen lid with the other hand. Adjust the screen to the best viewing angle.



2. Press the power button until the green power indicator turns on.



Note - If you continue to press the power button, the computer will turn off.

Using the TrackPoint

The keyboard contains a unique cursor-pointing device called the TrackPoint. Pointing, selecting, and dragging all become part of a single process you can perform without moving your fingers from their typing position. A little red button nestles between the G, H and B keys. You push it, like a miniature joystick, in any direction to move the mouse in that same direction. To click, you use the two red-striped buttons at the base of the keyboard. The speed at which the pointer moves corresponds to the pressure you apply to the button.

If you are not familiar with using the TrackPoint, these instructions will help you get started.

1. Place your hands in the typing position and press gently with either index finger on the stick in the direction you want the cursor to move. Pressing the button away from you moves the cursor up the screen; pressing it toward you moves the cursor down the screen. You can also move the cursor side to side by pressing sideways.

NOTE: The cursor may drift. This is not a defect. Do not use the TrackPoint until the cursor stops moving.

2. Press the click buttons with either thumb to select and drag as required by the software.



TrackPoint

Setting up the Tablet as a Notebook



1. Tilt the monitor until it is at a 45 degree angle and facing you.
2. Turn the Screen on the rotation disc clockwise until it is turned 180 degrees.
3. Fold the screen onto keyboard and pull down gently until it is flat.
4. Press the Tablet lock until you hear a click. The Tablet conversion is now complete.



Care and Cleaning

The Tablet is the property of the New York City Department of Education and is on loan to you to use as a tool for teaching and learning. Your new Tablet is assigned to you and is for educational purposes only. Remember that the Tablet is a computer and must be handled with care. As the primary user of this Tablet, it is your responsibility to maintain its condition throughout the year. Here are some tips to help ensure that you are properly caring for your Tablet.

Like any piece of electronic equipment, the Tablet needs to be treated with care. As a responsible user of the Tablet, there are several things that you can do to properly take care of it.

- Close the lid of the Tablet before carrying it from one location to another. This ensures all mechanical and moving parts are not damaged in transit. Moving the Tablet with the lid open also makes it more difficult to handle.
- When you put the case in your backpack, remember it is there. Do not throw the backpack on the floor. Hard drives do not like to be bounced around.
- Do not eat or drink while using the Tablet.
- Tablets should not be used while you are in the cafeteria.
- Close and open the Tablet carefully-from the center of the screen-do not slam it shut!
- Do not leave pencils or pens on your keyboard when closing your Tablet.
- Do not use the Tablet as a folder to store papers.
- Do not insert things, especially metal, into the openings of your Tablet.
- Be patient!! Sometimes computers need a few seconds to think-so don't start pounding on the keys if a response is not immediate.

- Wipe the surface of the Tablet with a lint-free, soft cloth.
- Should you need to clean the screen, use a clean, lint free, soft cloth. Never use water or cleaning agents, such as window cleaners or dusting polishes on any part of the Tablet, including the screen.
- Do not use the computer in a dusty or dirty area. Dust can cause contamination of the unit that can result in malfunction or damage.
- Cables should be lined up straight with connector when inserting and removing. Be sure to grasp the plug, not the cord, and pull straight out when disconnecting.
- If your battery is not charging, do not wiggle the power cord back and forth. Try removing and reinserting it again. If it still doesn't work, contact your Depot Manager.
- Remember, your Tablet is a computer and is fun to use.

Storage

- Your Tablet will be stored in the device locker which is a cool, dry, and secure place.
- Make sure your Tablet is being fully charged while in your device locker.

Addressing Problems – Repair, Theft, Loss

Address any problems as soon as they occur. If you are not sure how to address a particular problem or issue, immediately contact your teacher or the Depot Manager for assistance. If your Tablet requires either software or hardware repairs, please bring it to the Depot Manager in your school as soon as possible. You will receive a replacement unit.

Transporting your Tablet

- Remove the computer carefully and gently from the cart.
- Always make sure your hands are clean.
- When moving your Tablet use two hands, or hold the Tablet close to your body.
- When passing to another student wait to hear the student say “I’ve got it” before letting go.
- Place the computer on the table gently.
- Keep the computer away from the edge of a desk or table.
- Always walk with the computer in a closed position.
- Do not drop your Tablet. It is fragile.
- Never pick up your Tablet by its display (monitor).
- When moving your Tablet within the school building, (i.e., class to class), put your computer into standby mode. Wait for your hard drive to stop spinning, and for your screen to go completely black before moving.
- Never move your Tablet computer when you can hear the hard drive spinning.
- Never expose your Tablet to extreme conditions, (heat or cold).

- Never leave your Tablet unattended.
- Close the computer very carefully. The screen is the most fragile part of the machine.

Proper Care of your Tablet

It is your responsibility to keep your Tablet in good condition. This involves making sure it is stored in the device locker properly and kept clean. Below are some guidelines to follow when cleaning and storing your Tablet.

- Make sure you wash your hands often while using your computer. If you don't wash your hands you will notice dirt forming at the tops of your keys.
- Type gently on the keyboard. The keyboard is not pressure sensitive and as a result is very responsive.
- Make a routine of cleaning and using your keyboard properly. If you do this, you shouldn't encounter many problems.

Tablet Features

The Pen

The pen interacts with the Tablet whenever the tip is within .5 inches from the screen. The pen button imitates the functions of a mouse.

On-screen Keyboard

Use the on-screen keyboard when you don't want to use ink but you do want to use the pen, or when you're using a Tablet without an attached keyboard. Simply tap the letters on the keyboard to form words. Input Panel enters the text directly in the field or at the insertion point of the active program. The on-screen keyboard is especially useful for entering small amounts of text, such as passwords and file names.



USB Storage Devices

The term USB stands for Universal Service Bus. This technology is to connect computers to external devices such as printers, cameras, computer keyboards or a mouse, and for additional data storage. When you plug in one of these storage devices into an available USB port, the *Windows XP* operating system will automatically detect its presence and assign it the first available drive letter, i.e., F:/, or G:/. The user can then save documents directly to this device, or by using an application such as *Windows Explorer*, copy files to and from this device.



Dismounting a USB Storage Device

When you are finished using the USB storage device, DO NOT just simply pull it, or its cable, out of the USB drive. Begin by clicking on the USB icon found in the system tray on the bottom right of your screen. After clicking on that icon, click on the pop-up that states something like, *Safely remove mass storage device –Drive F:.* You should then receive a notification that it is safe to remove the hardware.



Putting your Computer in Hibernate Mode

The Windows XP operating system allows the user to put the Tablet into Hibernation. Hibernation places the Tablet into a rest mode, where the hard drive stops spinning and the screen shuts off, all while remembering where you were before entering Hibernation. To place your Tablet into hibernation you can hold down the **Fn** key and press the **F12** key once.

Restarting your Computer from Hibernation

To restart your computer from hibernation, press the power button. You should see the words *Resuming Windows* over the status bar that will appear at the bottom of your screen. Once the process is complete, you should either see the screen you left previous to hibernation, or see the Computer Locked screen. In the event you see the Computer Locked screen, click CTRL+Alt+Delete and enter your network password.

Restoring Your Icons after Hibernation

There may be times when your desktop icons do not reappear following the restoration of your computer from hibernation. To restore your desktop icons you can always restart your system.

Test-Driving Your New Tablet

Understanding Some Basic Terms

Active Window -- Refers to the window in which you're currently working. The active window has the color title bar (not the gray one).

Control Menu Box -- Obtained when you right-click on a window's title bar (see description below). This box provides options to restore, move, size, minimize, maximize, or close an application.

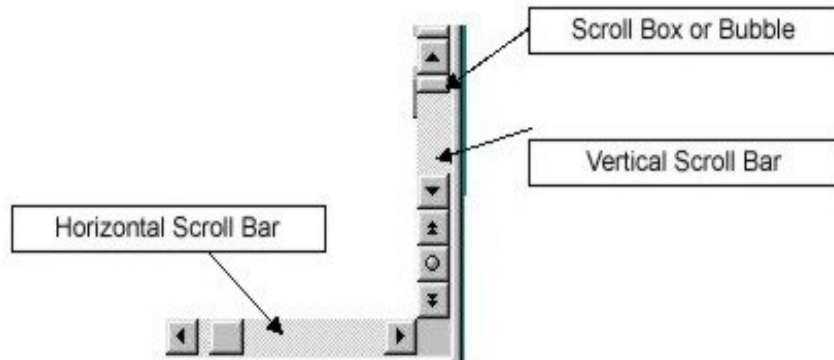
Desktop -- Consists of the entire screen. There is only one desktop.

Menu Bar -- Provides commands applicable for use in the application. A sample menu bar appears below.

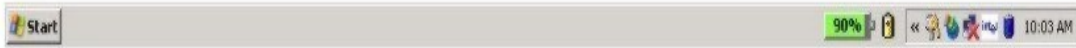


Scrolling

- **The Vertical scroll bar** is located on the right side of the window and is used to scroll up and down the page.
- **The Horizontal scroll bar** is located at the bottom of the window, and allows you to scroll to the right and left of the window.
- **The Scroll box** is another way to scroll either vertically or horizontally. Click on the scroll box and drag the box up or down, or left or right, to change your position within the window.



Task Bar







The Task Bar contains the Start button, an area that displays buttons for each program you have open and the time, and the System Tray. You can relocate the Task Bar by left clicking on it and dragging it to either the top of the screen or to either the far left or right side of the screen.

- **Tile** - An option that allows you to arrange your active windows either vertically or horizontally, or cascade them by right-clicking on the Task Bar and selecting the appropriate option.
- **Title Bar** - Displays the name of the application and the document file name.



The Title Bar also contains the following icons:

- **Close Button** - () Located in the upper right corner of a window on your screen, this icon provides one way to close an application.
- **Maximize Button** - () Located in the upper right corner of a window on your screen, this icon maximizes the window to full-screen size.
- **Minimize Button** - () Also located in the upper right corner of a window on your screen, this icon reduces the application to an icon on the Task Bar (the portions of the screen which contains the Start button, and an area that displays buttons for each program you have open).
- **Restore Button** - () Restores the window to the size it was prior to using the Maximize button.
- **Wallpaper/Background** - Refers to the image that covers the desktop or appears in the center of the desktop.
- **Window** - Refers to one of the large rectangular boxes on the screen in which you can run various applications, etc. You can have several windows open at the same time on your desktop.

Identifying Desktop Features

Navigating the Desktop

The computer desktop, and the resources available to any user are controlled by the login. For example, teachers can see and do more than students, and network administrators can see and do more than teachers. If you have successfully completed the login process, your desktop should show the resources available to you.

Start Button



You can use the Start Button to start a program, open a document, change system settings, get Help, and find files, folders, or another networked computer. When you click on the **Start** button, the following menu appears:



The Start Menu consists of the following commands:

This Command	Does this...
My Documents	Opens My Documents folder
My Recent Documents	Displays a list of recently opened documents
My Pictures	Opens My Pictures folder
My Music	Opens My Music folder
My Computer	Opens My Computer folder
Control Panel	Displays computer settings that can be modified such as Add or Remove Programs, Printers and Faxes, User Accounts
Connect To	Allows you to connect to a remote dial-up connection or a wireless network
Printers and Faxes	Displays installed printers and fax printers and helps you add new ones
Help and Support	Opens up a central location for Help topics, tutorials, troubleshooting and other support services
Search	Allows you to search for pictures, music, video, documents, files, folders, computers or people in your address book
Run...	Allows you to run a program by entering the appropriate command
Programs	Displays a list of programs that you can select to start. You can also customize this list.**
Log Off	Logs off the current user
Turn Off Computer	Displays a list of options that allow you to shut down, restart the computer or put the computer in Stand By mode

When you select the **Programs option from the **Start** menu, all of the iTiL applications should appear listed alphabetically, with all folders listed first, and then all programs.

Organizing and Managing Your Folders and Files

Each document, presentation, and picture is saved as a file. The default location that Windows uses when saving a file is the My Documents folder. When saving a document in Windows Journal, the default saving location is a folder called My Notes which is located in the My Documents folder. When saving a file, students should create long titles that would assist in identifying the file at a later date. However, after creating a number of documents and activities for class, students may find that their home directory has become disorganized making it difficult to locate the file they need. It is recommended that students save their files in the Units of Study folder within each Subject folder. We also recommend that a student create a general folder in their My Documents folder using their first name only. This folder should be used for general files not related directly to your subjects or units of study.

To create a folder from within *Windows Explorer*, students should first navigate to their home directory. Students should then either open their home directory folder, or if you are viewing *Windows Explorer* in the classic mode, click on the home directory on the left side of the screen. From the **File** menu, click **New => Folder**. When the new folder appears, it appears with the default name *New Folder*. While this name is highlighted, the user can rename the folder. If the folder name is not highlighted, right-click on the folder, and left click on **Rename** from the context menu that appears. Rename the folder as you wish.

Printing from your Tablet

Students will be allowed to print from their Tablet with Teacher permission ONLY. To print a document, a student selects **File** and then **Print**.

Locking your Tablet

If you need to walk away from your Tablet for a moment and do not wish to put your computer into hibernation, the operating system allows you to lock your computer so others cannot use it. To lock your computer:







1. Press **Ctrl+Alt+Delete**
2. Select the **Lock Computer** button
3. A "Computer Locked" screen now appears

Unlocking your Tablet

To unlock your Tablet again, press **Ctrl+Alt+Delete** . Enter your network password in the proper space and click **OK**.

Identifying the Desktop Icons

Note that the icons marked with a double asterisk (**) require that you be connected to the network in order for you to access and use them properly.

 My Computer	Double-click on this icon to display your computer's contents, including the files stored on this computer, hard disk drives, devices with removable storage and network drives.
 Recycle Bin	Use the Recycle Bin as a temporary "storage" place for deleted files. As long as you haven't emptied your Recycle Bin, you can use it to retrieve files that you accidentally deleted. To completely delete any files you have placed in the Recycle Bin, first right-click on the Recycle Bin icon, then select the Empty Recycle Bin option from the pop-up sub-menu that appears.
 Microsoft Excel	Double-click on this icon to access the Microsoft Excel spreadsheet program.
 Microsoft PowerPoint	Double-click on this icon to access the Microsoft PowerPoint presentation software program.
 Microsoft Word	Double-click on this icon to access the Microsoft Word word-processing program.
 Internet Explorer	** Double-click on this icon to access the Internet Explorer Web browser.

Starting Programs

On most machines, you will find an icon on the desktop for each of the applications. If it isn't there, click on the **Start** button and scroll up to **Programs**. A list of the available programs will display. Once you locate the application you want to start, click on it.

Note: When you see a small arrow next to a folder name, this indicates that if you click on this folder, another menu will appear, displaying more options. Also note that you don't need to keep the mouse button depressed to navigate through the menu.

Switching between Programs

Once you start a program, a button that represents the program appears on the Task Bar. To switch from one program to another, simply click on the appropriate program button on the Task Bar.



For example, the Task Bar above shows that Microsoft Word and Maple 8 are both running. To switch between the two programs, left-click on the button of the desired application.

Closing Programs

First, ensure that you have saved all of your most recent work. You may then use one of several ways to close a program:

- You can click on the "X" button located in the top right-hand corner of the window.
- You can single click on the program's File menu, then select the Exit or Close option.
- You can double-click on the upper left-hand corner program icon. (For example, for Microsoft Word it would be the "W" logo.)

Note: If you haven't saved your work before closing the program, the system will prompt you to do so.

Tablet Input Panel

Input Panel is an on-screen keyboard and writing pad. With Input Panel, you can type text without your standard keyboard. Input Panel converts handwriting to text and you can make corrections quickly and easily before inserting text.

Pen Input

Tablets include digital pens that you use to control the computer and to write text in your own handwriting. Below are some tips in using the pen:

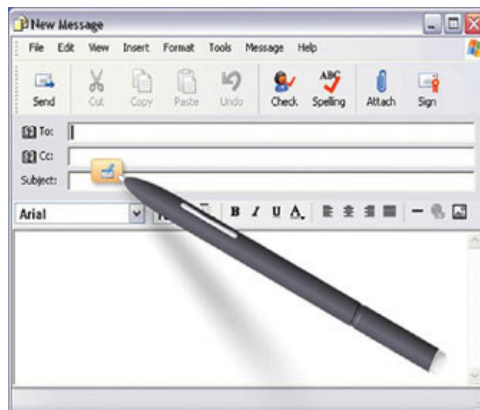
- Hold the pen as if you are writing with a pencil or a pen.
- Position your hand on the pen so that you will not accidentally press the pen buttons. As you monitor the movements of the pen, focus on the pointer on the screen, not on the tip of the pen.



- To select an item on the screen as you would with the left button of a mouse, tap the item with the tip of the pen.
- To double-click an item on the screen as you would with the left button of a mouse, tap the item twice with the tip of the pen.
- To select an item with the right button of a mouse, press and hold down the pen button closest to the red tip, then tap the item with the tip of the pen.
- To use the pen as an eraser in compatible programs, hold down the pen button closest to the clip and touch the pen to the area you want to erase.

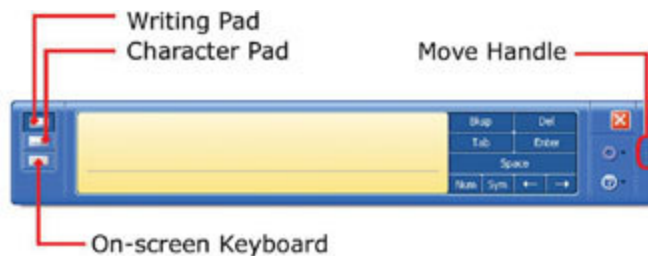
Opening Input Panel

To open Input Panel next to the location where you want to enter text, tap the floating **Tablet Input Panel** icon. The icon appears automatically when you tap the location on the screen where you want to insert text, for example, in the middle of a paragraph in a Microsoft Office Word 2003 document.



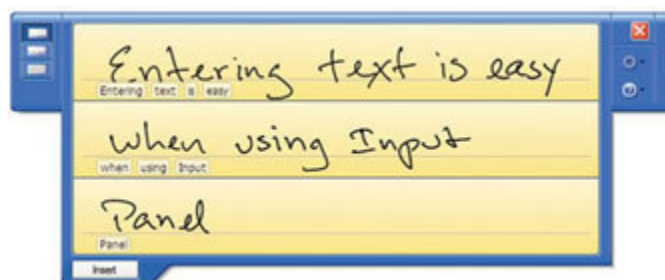
You can move Input Panel anywhere on the screen by using the move handle, which appears at the far right side of Input Panel. Or, you can dock Input Panel—that is, set it to appear at the top or bottom of the screen. When docked, Input Panel is always visible and does not cover any open windows.

Input Panel offers three entry modes—the writing pad, the character pad, and the on-screen keyboard.



Writing Pad

You can enter text by using the ink feature in the writing pad. The writing pad is especially useful for tasks such as adding text to a Word 2003 document or updating a Microsoft Office Excel 2003 spreadsheet. As you write, Input Panel expands to accommodate more text as needed. If you want to convert ink to text, Input Panel does so dynamically.



Handwriting tips:

- Write on the solid line, not above or below it, using cursive or printing.
- Use mixed-case letters, not all uppercase.
- Write letters clearly, use even spacing between letters and words, complete each letter, and close up the tops of letters.
- Try not to overlap letters or rows of writing, and avoid adding another word before one you have already written.
- Avoid symbols where possible. Write symbols without slanting them, or insert symbols using the symbols pad.
- Avoid doodles, scribbles, or diagrams in the writing area of the input panel.

Character Pad

The character pad also converts your ink to text so that it can be inserted into a program, but you use it to enter one letter at a time. The character pad is particularly useful when you need the highest levels of accuracy—for example, when you're entering an email address or a URL. The characters that you enter into the character pad are immediately converted to text, so you can spot and fix any errors immediately.



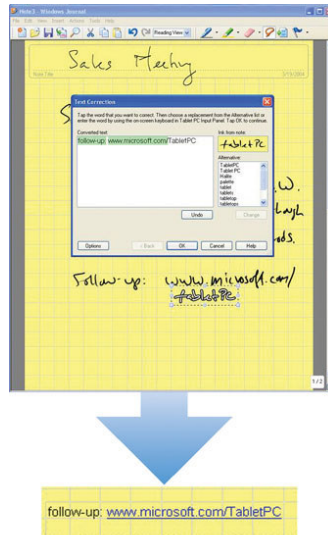
On-screen Keyboard

Use the on-screen keyboard when you don't want to use ink but you do want to use the pen, or when you're using a Tablet without an attached keyboard. Simply tap the letters on the keyboard to form words. Input Panel enters the text directly in the field or at the insertion point of the active program. The on-screen keyboard is especially useful for entering small amounts of text, such as passwords and file names.



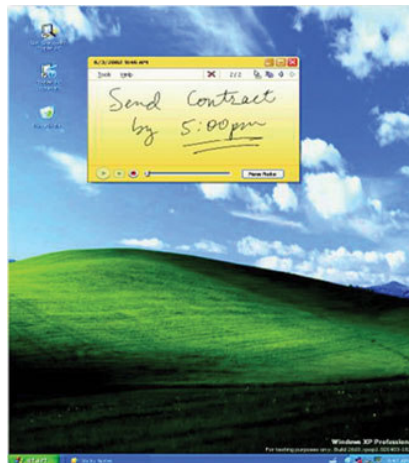
Windows Journal

Windows Journal is a basic note-taking accessory that was created specifically for the Tablet. You can use it to capture handwritten notes and drawings, convert handwritten notes to text, import graphics files, and share notes with others. You can even share journal files with non-Tablet users by exporting them as HTML files, which others can view with Microsoft Internet Explorer version 5.0 or later, or by exporting them as TIFF images for viewing with a viewer that is installed by default on Microsoft Windows 98 or later.



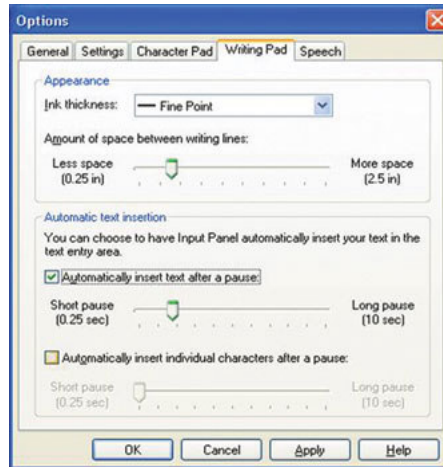
Sticky Notes

You can use the Sticky Notes accessory to write and store short notes, phone numbers, and other reminders. You can place sticky notes directly on your desktop as quick reminders or to applications such as Word, to add electronic comments or reminders to your documents.



Customization

You can customize Input Panel based on your personal preferences, such as inserting text automatically, changing the ink thickness, and defining the amount of space between the lines in the writing area.



How to make adjustment for your pen

- Tap on Tools in Input Panel (top left corner). Note that when you tap on Tools, the DOCK is checked on ✓ When you dock Microsoft® Tablet Input Panel, it attaches to the bottom of your screen and doesn't cover any open windows. When you float Input Panel, you can move it anywhere on the screen and adjust its size.
- Choose Options. This will open a pop up window. There are 5 tabs across the top.

Writing pad

- You can choose one or two lines of writing (radio buttons at top) - if you write a lot or write small, use two lines, but experiment which is best for you.
- You can choose how fast the computer reads your handwriting and converts it to text. Experiment with what speed is best for you.
- You can choose the thickness of the pen.

Writing Tools

Choose whether the character recognizer and the quick keys appear on the right or the left of the writing area.

Write Anywhere

With the Write Anywhere feature, you can use most of the screen on your tablet computer as a writing area. Useful for longer writing tasks, it converts your handwriting into typed text and inserts it in a location that you specify, such as a word-processing document. This feature recognizes handwriting in English only.

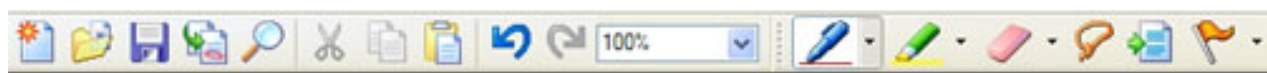
Speech

Add a little bit of spoken word by activating this function. You can “tack” it anywhere on your text and it will play as a sound file (not voice recognition unless you train it).

Advanced

Create more room on your desktop by hiding the Input Panel pen input area or by limiting the size of the text preview panel.

Windows Journal - Overview



Along the top of your screen, as will other familiar Office products, you have a standard set of visual shortcuts to specific functions of Journal. Starting at the far left, our shortcuts are:

	New Note: use to create a new note
	View Recent Notes: use this to navigate to notes you have previously created
	Save: use this to save the note you are currently working on
	Import: use this to bring other documents into Journal
	Find: Use this to search through the current (or past) notes for specific words, notes, etc
	Cut: use to remove a selected portion of your note
	Copy: use this to make a copy of a selected portion of your note
	Paste: use this to put either a 'cut' or 'copied' selection back into your note
	Undo Ink Stroke: use this to erase the last marking you have made
	Redo Ink Stroke: use to reverse or 'unerase' your last undo ink stroke
	Zoom: use this to zoom in or zoom out on your note, alters the viewable area
	Pen: use this to write anywhere on your note
	Highlighter: use this to highlight anywhere on your note
	Eraser: use this to erase written or highlighted markings on your note
	Selection Tool: use this 'lasso' to select text written on your note.
	Insert/Remove Space: use this to change the spacing of written text
	Flag: use this to mark certain portions of text for follow-up, importance, etc.

An additional toolbar to open up when in journal, for simplicity of pen color change is found under : **View -> Toolbars -> Format** When you click on format, you will see this toolbar pop up:



With this formatting toolbar, you will be able to tap a color with the pen, and then begin writing in the chosen color.